

**Job Title:** After School & Camp Specialist

**Department:** Parks and Recreation Department

**Reports to:** Programs Supervisor

**Supervisory role**: None

**FLSA:** Non-Exempt

**Pay Range:** 4

**Office Hours:** 5:00 AM to 10:00 PM - Must be available for activities outside of office hours

**Status:** Regular Part Time



**General Summary:**

The After School & Camp Specialist is responsible for monitoring and assisting with assigned camp activities and programs occurring in the program department.

**Essential Functions:**

* Monitors and provides instruction in programs identified by the Programs Supervisor;
* Coordinates camp specifics, plans and implements camp activities, gathers and prepares camp supplies, and serves as a camp counselor as needed;
* Attends all camp field trips; confirms field trip locations and transportation;
* Observes and enforces all rules and regulations pertaining to both staff and program participants; creates a safe environment for all campers, staff, and patrons by understanding risk management and safety concerns related to camp activities;
* Monitors use and cleanliness of District facilities as identified by the Programs Supervisor;
* Provides exemplary and courteous service; welcomes, greets, and provides assistance to camp participants and parents; available for one-on-one communication with camp participants and parents as needed;
* Prepares data on camp participation, activity success, and program satisfaction as required;
* Presents and maintains a professional appearance and demeanor, including wearing appropriate uniform or attire and exhibiting respect and enthusiasm as duties and responsibilities are carried out;
* Assists the program support staff in camp activities in a professional, friendly, and helpful manner which may include daily camp operations, supplemental training for camp counselors, and providing constructive feedback to the Programs Supervisor;
* Attends all promotional events; attends and contributes to all staff meetings and training sessions;
* Other duties as assigned.

**Knowledge, skills and abilities:**

* Prior camp leadership experience preferred;
* Experience working with the public, especially in customer service preferred;
* Ability to multi-task at various levels;
* Proficient organizational skills required;
* Must be available to work irregular hours and at various intervals, including weekends, holidays and evening hours;
* Ability to conduct oneself in a professional manner;
* Ability to function effectively under direct supervision and to develop effective working relationships with fellow employees and the public;
* Effective verbal and written communication skills;
* Ability to receive direction and to follow oral and written instructions.

**Minimum Education and Training Requirements:**

* High school diploma or GED preferred;
* Must be First Aid, CPR and AED certified or obtain upon hire;
* Must pass a drug screening test and criminal background check.

**Mental Demands:**

* Properly handling stress;
* Effectively using oral and written communication;
* Professional customer contact;
* Balancing multiple concurrent tasks;
* Effectively dealing with interruptions.

**Working Conditions:**

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* This job is performed in a variety of settings including meeting rooms, gymnasiums, and community parks and pools;
* The noise level of the work environment is usually to moderate to loud.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

* While performing the duties of this job, the employee is frequently required to sit and talk or listen; hearing and speech to communicate in person;
* The employee is required to walk; use hands to operate objects; and reach with hands and arms; actively participate in athletic activities and carry program equipment;
* The employee must be able to lift and/or move up to 25 pounds, occasionally lift objects weighing as much as 50 pounds or assist in lifting objects in excess of 100 pounds;
* Specific vision abilities required by this job include close vision to read written materials and computer screens and the ability to adjust focus.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this job. They are not an exhaustive list of all duties and responsibilities associated with it.

  Employee's Signature Date

Immediate Supervisor's Signature Date